

# News From Design, Construction & Compliance

Office of Facilities and Property Management  
Department of Administration  
State of Kansas

October 1, 2012

OFPM DCC is pleased to announce the release of the updated manual. It is our intent to make this manual more user friendly and concise. The changes are mostly organizational and to clarify our intent.

While the content of the manual has seen some slight changes, the most significant change is the division into two sections Part A – Policy & Procedures and Part B –Capital Improvement Projects Subject to SBAC Procedures.

**Part A – Policy and Procedures** includes general information for all projects and all delivery methods regardless of how the Project Architect/Engineer was hired or how the project is being bid / constructed. Chapters in Part A include:

- OFPM /DCC organization, services and fees in one chapter.
- Types of Capital Improvement Projects
- All submittal requirements in one chapter
- Code and Occupancy
- Projects bidding through the OFPM/DCC plan room
- Contractor Pre-qualification

**Part B – Capital Improvement Projects Subject to SBAC Procedures** outlines process and procedures to obtaining design professional services through SBAC and includes:

- SBAC proposal process
- Selection process for large and on-call projects
- Requirements for design, bidding, construction administration and post construction services.

Other noticeable changes in this posting include:

- While both Part A and Part B have chapters on Owner's responsibilities, the ones listed in Part B are specific to when SBAC process is being used and supplements the Owner's responsibilities chapter in Part A.
- Past manuals have identified this office as OFPM. Present manual identifies the office by our section – Design, Construction and Compliance (DCC).
- Small capital improvement is now called On-Call.
- Clarified the requirement to separate construction and provide temporary egress plans when construction occurs in an occupied building.
- Added new chapter to clarify the types of architectural/engineering delivery requirements / the types of construction procurement types and requirements.
- The Document Submittal chapter consolidates all submittal requirements together. It indicates what to send, when to send it, who to send it to and how many copies to send. The technical part of what to send is located in other chapters. We have also clarified when electronic submissions may be e-mail and when they are required to be submitted on CD/DVD.
- Various forms have been changed slightly and are dated 10-1-12. With the exception of forms 050 to 054, we have put instructions for filling out and sending the forms directly on the form rather than in the manual.

If you have any questions, please call me at 785-291-3695 or e-mail me at [barb.schilling@da.ks.gov](mailto:barb.schilling@da.ks.gov).